ED 116 632   IR 002 871

AUTHOR   Drake, Miriam
TITLE   Technical Processing Monographs and Serials.
                RDU-75-08.
INSTITUTION   Purdue Univ., Lafayette, Ind. Libraries and
                Audio-Visual Center.
PUB DATE   Dec 75
NOTE   49p.; Research Development Unit Technical Report
                RDU-75-08

EDRS PRICE   MF-$0.76 HC-$1.95 Plus Postage
DESCRIPTORS   Administrative Organization; Books; Cataloging; Flow
                Charts; Library Acquisition; *Library Technical
                Processes; Serials; *University Libraries
IDENTIFIERS   OCLC; Ohio College Library Center; Purdue
                University

ABSTRACT
        A report on technical processing of monographs and
serials at Purdue University Libraries and Audio-Visual Center was
compiled as part of preparation for the use of Ohio College Library
Center services. The current organization and flow of work in the
acquisitions and cataloging departments were described in narrative
and flowchart form, and information was collected on processing times
for ordering, receiving, and cataloging monographs. The flowcharts
and data derived from these activities form the bulk of this
document. (LS/PF)

TECHNICAL PROCESSING
MONOGRAPHS AND SERIALS

RDU 75-08

By

Miriam Drake

Research Development Unit
Purdue University
Libraries and Audio-Visual Center
West Lafayette, Indiana

December 1975

2

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF FLOWCHARTS

INTRODUCTION

Early in 1975, the technical processing staff of the Purdue University Libraries and Audio-Visual Center began planning for the introduction and utilization of Ohio College Library Center (OCLC) services at Purdue. The first step in this planning activity was the examination of library procedures which could be improved through the utilization of OCLC. It was agreed that OCLC should be used initially for pre-order searching and cataloging. Other procedures would be phased into OCLC as time, staff, and terminal time permitted.

The second step in the planning process was to describe the current organization and flow of work in the acquisitions and cataloging departments. In addition, data on processing times, which have been collected monthly since 1973, would be summarized for fiscal year 1975. This report contains organization charts, flowcharts, and processing time data.

Other planning activities, which are not reported here include: 1) general orientation of staff; 2) training of acquisitions and cataloging staff; and 3) pre-order search success rate using OCLC.

The Research Development Unit and the Technical Processing staff have worked cooperatively on this project. Many staff members participated; however, special thanks are extended to William Corya, the late Robert Farris, H. Donald Ferris, Judy Leavitt, Gail McCain, Kathleen McCullough, David F. Moses, Vicki Renbarger, and Bonnie Siiss.

ORGANIZATION OF TECHNICAL PROCESSING

Technical Processing at Purdue is organized into two main depart-
ments: acquisitions and cataloging. The Head of the Acquisitions
Department is responsible for ordering, searching, receiving, checking,
and shipping of library and audio-visual materials. The Business
Administrator is responsible for handling accounting and fiscal activi-
ties related to acqusitions and the ordering of materials involving
departmental funds. The organization of the Acquisitions Department
is shown in Figures 1 and 2.

The Catalog Department is responsible for the cataloging of library
materials, marking of materials, and the maintenance of catalogs which
includes withdrawals, transfers, reinstatements, etc. The organiza-
tion of the Catalog Department is shown in Figures 3 and 4. The cat-
aloging of materials is divided into four main procedures labelled
on the charts as add, add to, L. C. copy, and original cataloging.
The "add" procedure is designed to add a duplicate title to the Purdue
collection. Works issued in volumes, continuing works and monographic
series are cataloged through the "add to" procedure.

New titles are cataloged by L. C. copy catalogers if Library of
Congress proof slips are available, cataloging in publication is
available, or other L. C. copy can be found. Books are cataloged by
original catalogers if Library of Congress cataloging is not available.
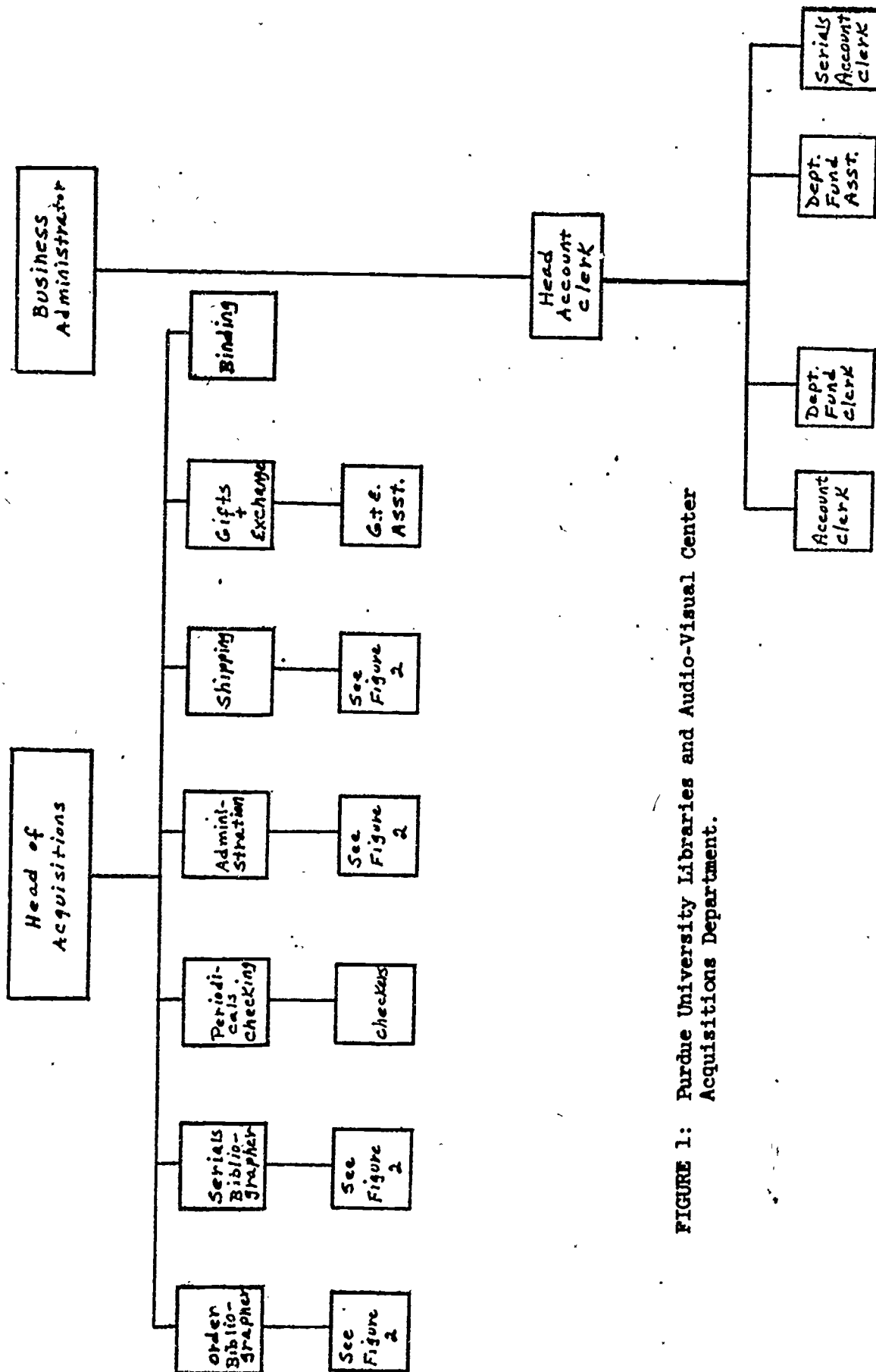
FIGURE 1: Purdue University Libraries and Audio-Visual Center Acquisitions Department.

Serials
Bibliographer

Serials
Search

Serials
Searcher

Catalog
Data
Maint.
Clerk

Head of
Shipping

Truck
Driver

Mail
Delivery

Mail
Delivery

Order
Bibliographer

Library
Asst.

Library
Asst.

Approval
Plan
Searcher

Approval
Plan
clerk

Gift
Searcher

General
Searcher

Head
Administrative
Clerk

Claim
Clerk

Mail
clerk

Typist

Head
Receiving
clerk

Asst.
Receiving
clerk

FIGURE 2: Purdue University Libraries and Audio-Visual Center
Acquisitions Department.

Head of Cataloging

Maintenance clerk* Marker Add clerk Add to clerk Monograph Catalog LC copy Monograph Catalog original Monograph Cataloger Monograph Cataloger Serials cataloger

Clerk Clerk Clerk Clerk

See Figure 4 See Figure 4

Library Asst. Clerk Clerk

FIGURE 3: Purdue University Libraries and Audio-Visual Center. Catalog Department.

* Corrections, withdrawals, transfers, reinstatements and reclassification

Cataloger original

Secretary | Searcher | Descrip-tive Cataloger | Union Catalog Filer | New Title Processor

Cataloger L.C. copy

L.C. copy cataloger | L.C. copy cataloger | L.C. copy cataloger

Distri-bution Clerk | Processing Clerk | Clerk Typist | Clerk Typist
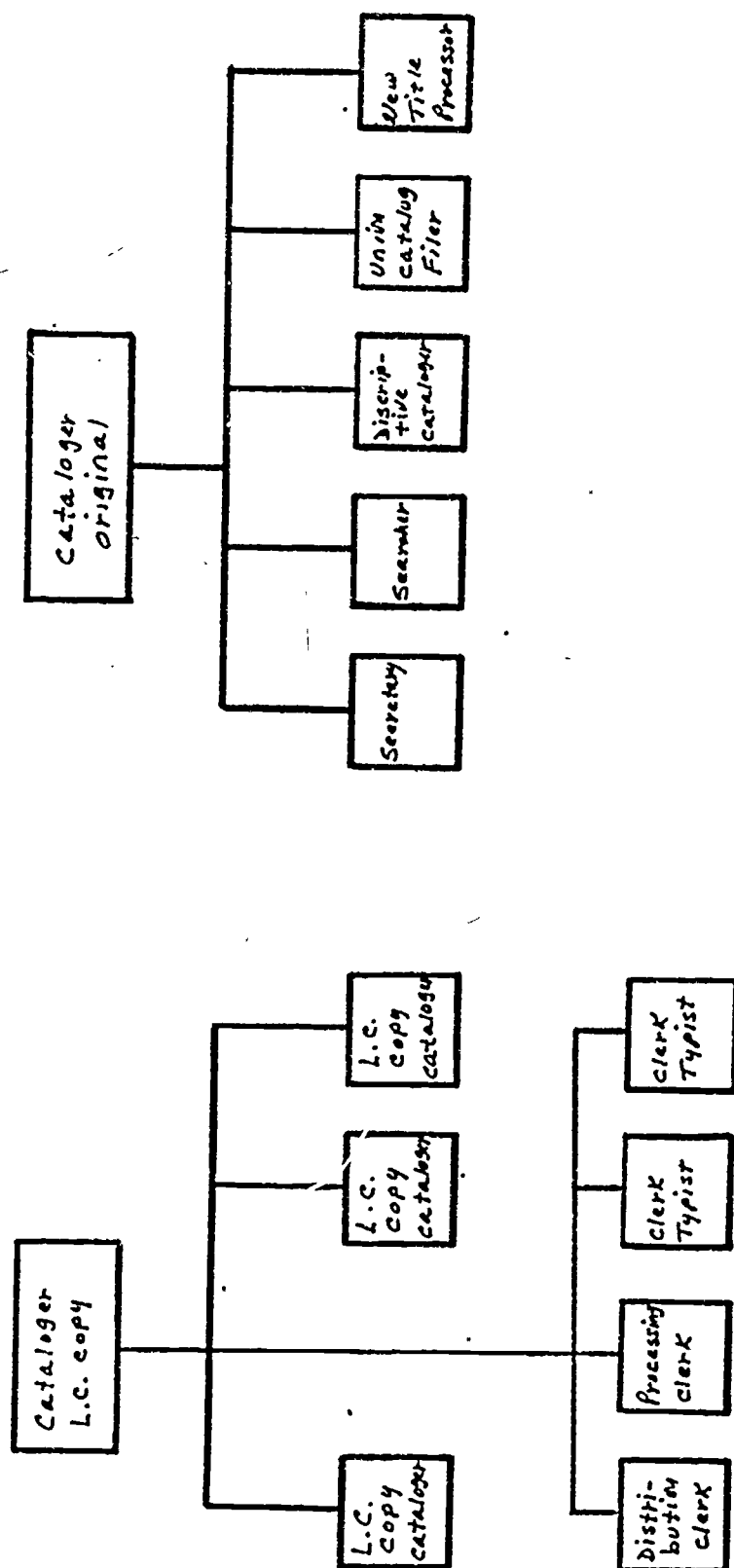
FIGURE 4: Purdue University Libraries and Audio-Visual Center
Catalog Department.

MATERIALS AND FORMS FLOWS IN
THE ACQUISITIONS AND CATALOGING DEPARTMENTS

The flowcharts which follow were written to describe, in a general way, the normal flow of paper forms and materials through the acquisitions and cataloging processes. The charts are not intended to show "snag" procedures, detail, or unusual procedures. Orders for library materials are traced from the time they are received in the Acquisitions Department to delivery of the material to the libraries and the filing of cards.

The primary objective of the flowcharting project was to describe processing procedures prior to the introduction of OCLC. It is intended that a new set of charts will be drawn approximately six months after OCLC is in full operation.

Distinct procedures were identified and charted as follows:

1) Pre-order procedure describes tasks which are initiated by the arrival of travel cards (order form) in the Acquisitions Department and terminated by distribution of cards to searchers.

2) Pre-order search and pre-cataloging procedures describe in simplified form the procedures used by searchers to gather order and preliminary catalog information.

2a) Purdue collection search is a subroutine of procedure 2 and describes activities of searchers in relating the order to the Purdue collection.

3) Libraries and Audio-Visual fund order procedures approximates the regular order procedure.

3a) Departmental fund order procedures describe , in general terms, processing of orders (yellow sheet) which are to be paid from departmental supplies and expense or grant funds. These procedures are similar for nonprint materials, such as films, slides, audio cassettes, etc.

4) Monograph receiving describes activities which take place when materials are received by the Acquisitions Department.

5) Serials receiving describes receiving and distribution procedures for serials.

6) Catalog receiving and distribution is initiated when books are received by the Catalog Department. Procedures include distribution of materials to appropriate catalogers.

7) Cataloging "add" duplicate describes procedures used to catalog titles which are duplicated in the Purdue collection.

8) Cataloging "add to" describes processing of volumes in collections, continuing works, and monographic series.

8a) Cataloging analytics approximates procedures used to add analytics to the catalog.

9) L. C. copy cataloging procedures describe cataloging using L. C. proof slips, cataloging in publication, or other Library of Congress copy.

10) Original cataloging procedures describe in simplified form cataloging of titles new to Purdue for which L. C. copy is not available.

The flowcharts in this report do not describe every technical processing task and procedure. Major areas which have not been flow-charted include gifts and exchange, periodicals checking and serials cataloging.

```
┌──────────────┐
│ Travel Cards │
│ received by  │
│ Secretary    │
└──────┬───────┘
       │
┌──────┴───────┐
│ Secretary    │
│ dates        │
│ Travel Cards │
└──────┬───────┘
       │
┌──────┴───────┐
│ Secretary    │
│ sorts        │
│ Travel Cards │
└──────┬───────┘
       │
```

Firm Order ? ── YES ──▶ Travel Cards to Searcher ──▶ No Search ──▶ Searcher assigns vendor ──▶ (3)

│ NO

Conditional order ? ── YES ──▶ Searcher checks P.U. union catalog and on-order file ──▶ Book on campus or on order ? ── YES ──▶ Duplicate searcher returns card to dept. ──▶ (END)

│ NO (from Book on campus)
Searcher assigns Vendor ──▶ (3)

│ NO

Rush ? ── YES ──▶ (2)

│ No

Out of Print noted ? ── YES ──▶ Card to Head of Acquisitions ──▶ Listed in O.P. catalogs ? ── YES ──▶ Reserve with Vendor ──▶ (3)

│ NO (from Out of Print)   │ NO (from Listed in O.P.)
(2)   Special Handling

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(1) Pre-Order Procedure
Page 2 of 2

```
   ┌─2─┐                          (1)
      ◇
  Yellow  ──YES──  (3a)
  Sheet
    ?
   │No
      ◇
  Regular ──YES──  (2)
  Order
    ?
   │No
      ◇
  Other  ──No──────────────►
    ?
   │YES
  ┌─────────┐
  │ Travel  │
  │ Cards to│
  │searchers│
  └─────────┘
     (2)
    ( END )
```

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(2) Pre-Order Search and Pre-Cataloging Procedures
Page 1 of 4

Purdue University
Libraries and Audio-Visual Center
Technical Processing

(2) Pre-Order Search and Pre-Cataloging Procedures
Page 4 of 4

[4]

English
language
book
?
→ YES → (2a) ── Found ? → YES → (3)

Found ? NO → Search bibliographic sources → Found ? → YES → (3)

Found ? NO → Order as shown → (3) → END

English language book? NO → Other ? → NO → (2)

Other ? YES → Search appropriate sources → Found ? → Yes → (3)

Found ? No → Order as shown → (3) → END
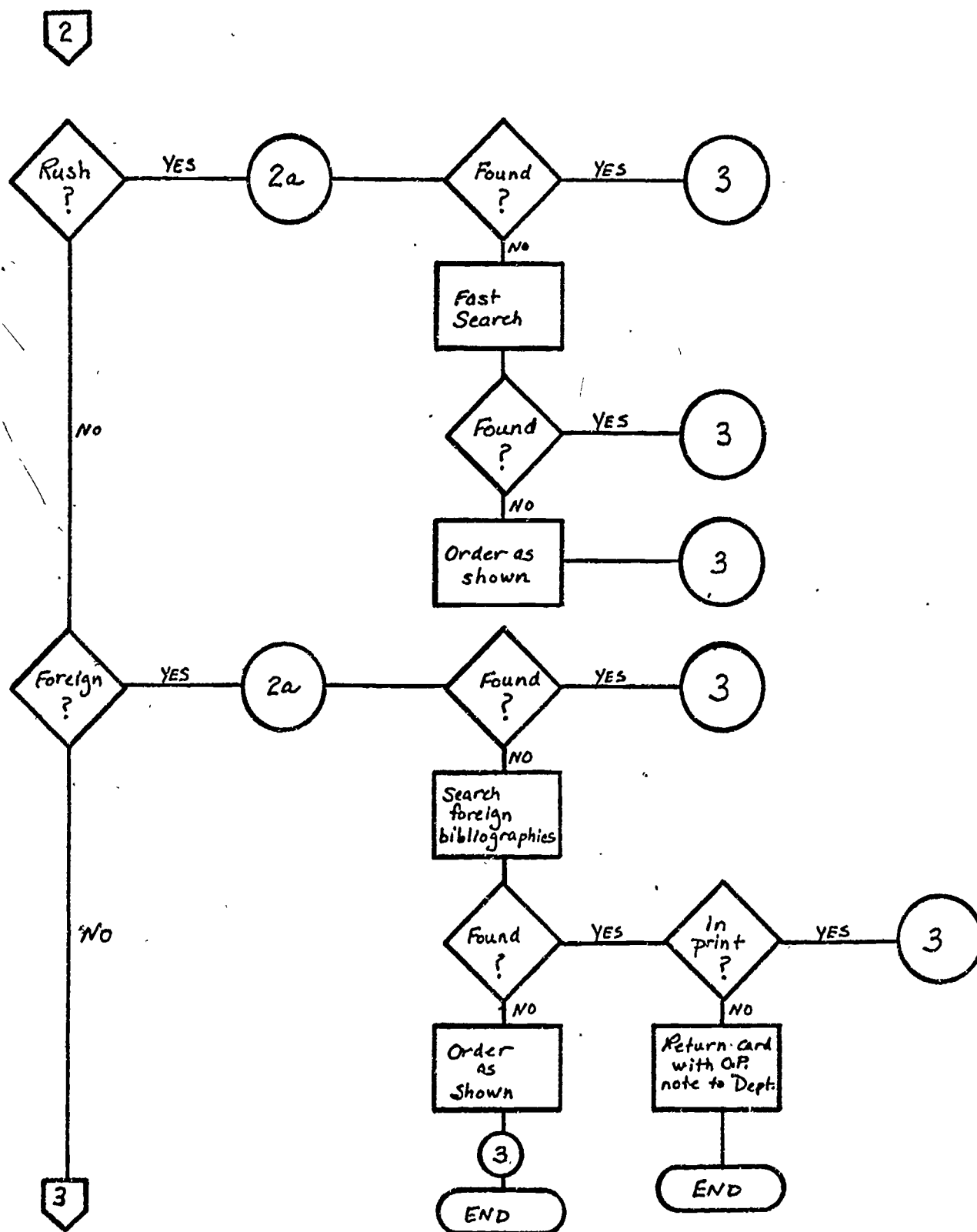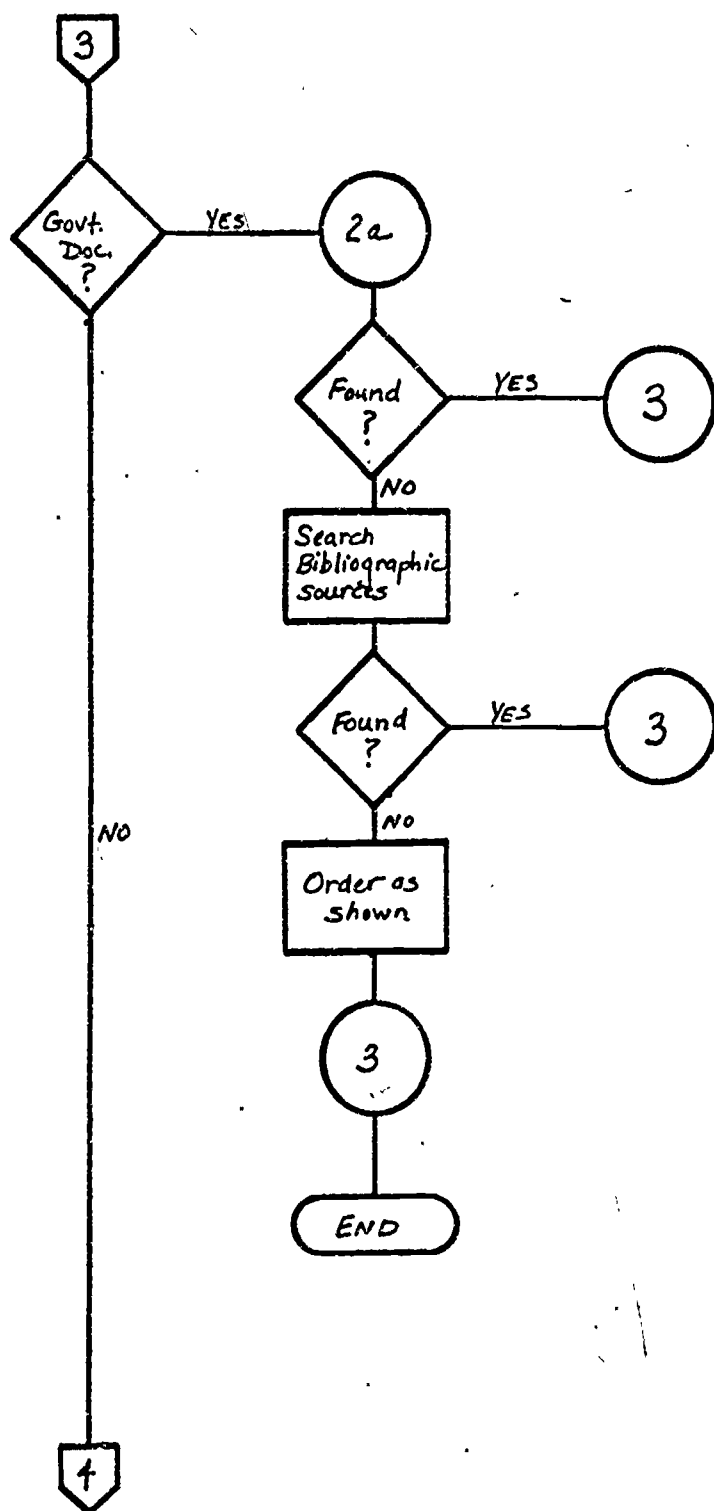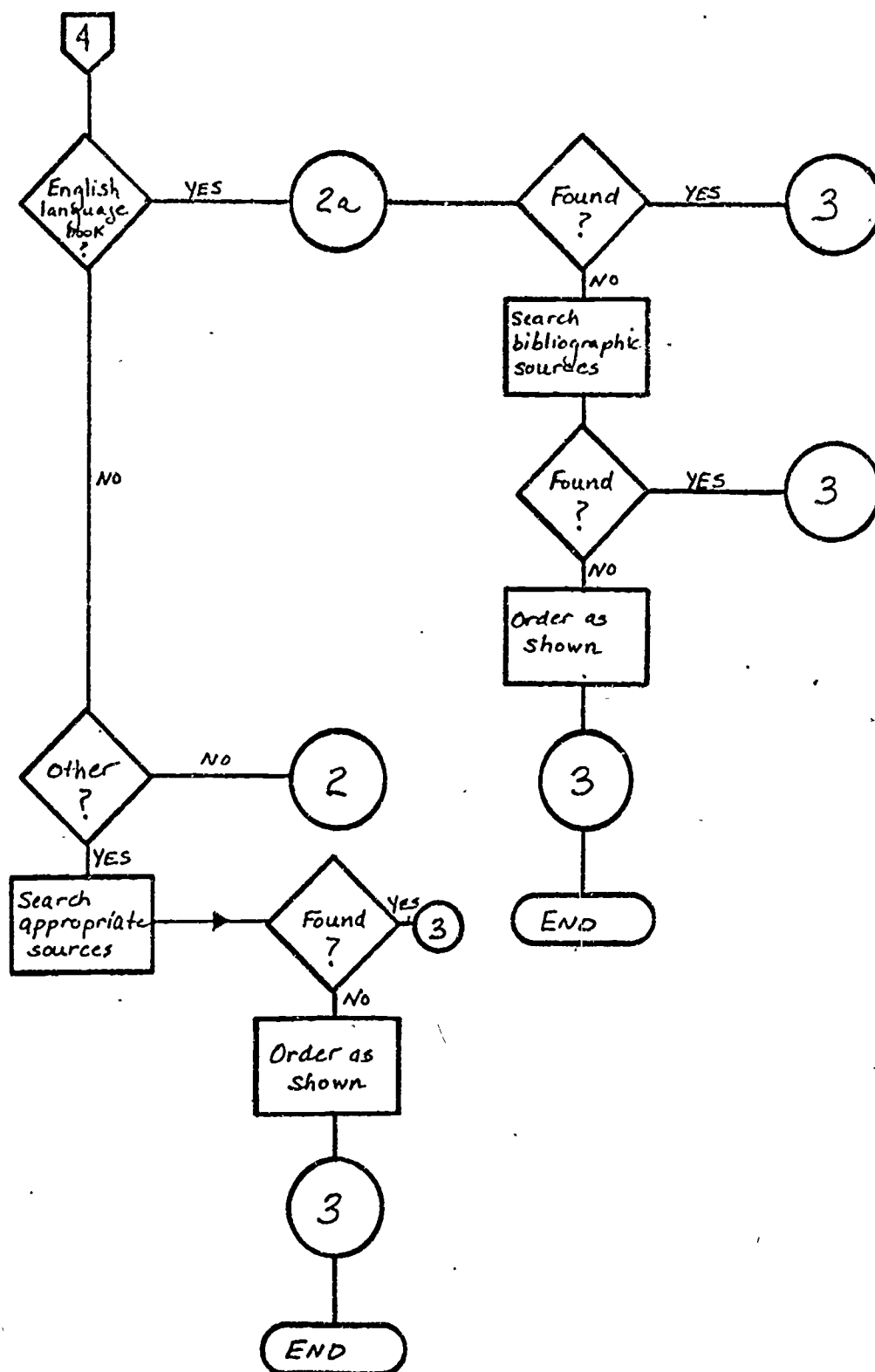
Purdue University
Libraries and Audio-Visual Center
Technical Processing

(2a) Purdue Collection Search
Page 1 of 1

Sort travel cards

P.U. Union catalog ? — YES → Write main entry, Dewey number on card → Note: translation edition etc

Duplicate — YES → Duplicate Return card to Dept. → END

NO

information complete ? — YES → Assign Vendor → (3)

NO

Search for missing data

NO

on order file ? — YES → Duplicate Return card to Dept. → END

NO

L.C. proof ? — YES → Write main entry, L.C. card no. on card → information complete ? — YES → Assign Vendor → (3)

NC

Search for missing data

NO

(2)

(3)

END

Order typist receives cards from searchers

Type multiple order form

create fiscal record → Vendor copy to Key punch → Key punch fiscal record → Vendor copy to mail clerk

other copies to mail clerk

Vendor copies

Assemble order form packet

order to file clerk

New order or added copy? — No → CANCEL → Notify Keypunch to discard file → notify mail clerk to cancel

Yes

2

Purdue University
Libraries and Audio-Visual Center
Technical Processing
③ L/AVC Fund Order Procedure
Page 2 of 2


```
        ╱2╲
         │
    ┌─────────┐        ┌──────────┐        ┌──────────┐
    │  File   │───────▶│ Yellow to│───────▶│ others to│
    │ orders  │        │ numeric  │        │   OOF    │
    └─────────┘        │  file    │        └──────────┘
         │             └──────────┘
    ┌─────────┐
    │ Notify  │
    │  mail   │
    │ clerk   │
    └─────────┘
         │
    ┌─────────┐
    │ Vendor  │
    │copies to│
    │ vendor  │
    └─────────┘
         │
    (  END  )
```
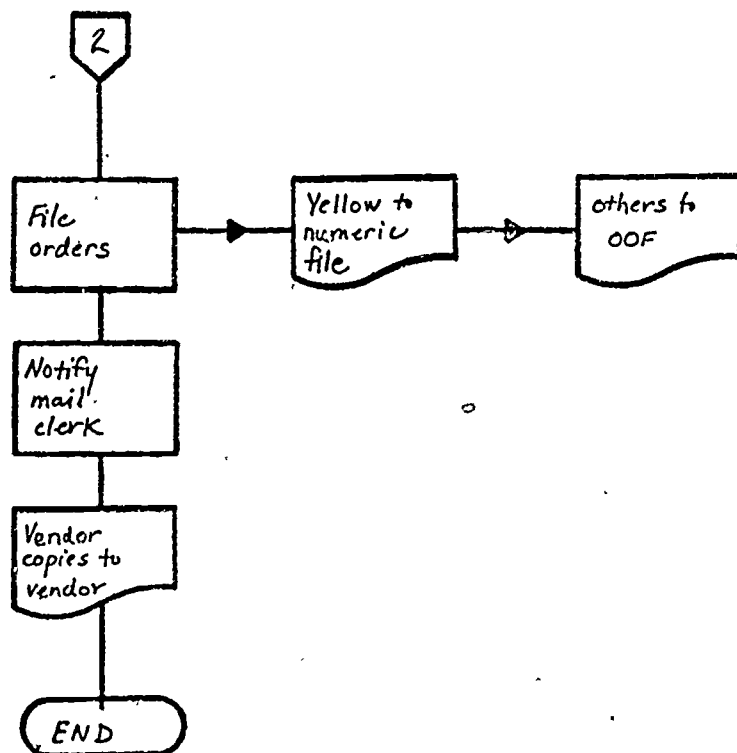
Purdue University
Libraries and Audio-Visual Center
Technical Processing

(3a) Departmental Fund Order Procedure
Page 1 of 1
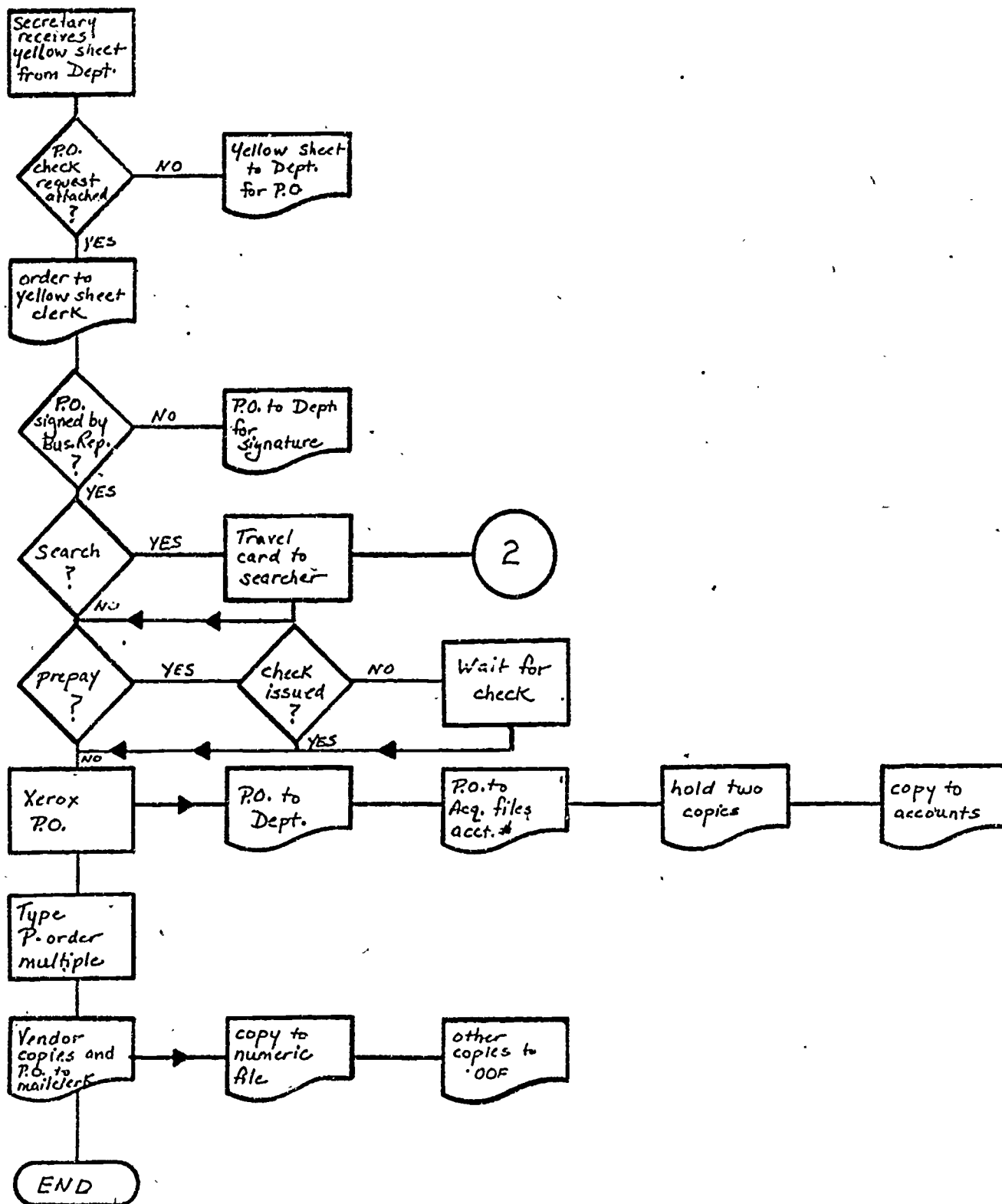
Secretary receives yellow sheet from Dept.

P.O. check request attached? — NO → Yellow sheet to Dept. for P.O

YES

order to yellow sheet clerk

P.O. signed by Bus. Rep.? — NO → P.O. to Depth for signature

YES

Search? — YES → Travel card to searcher → 2

NO

prepay? — YES → check issued? — NO → Wait for check

YES

NO

Xerox P.O. → P.O. to Dept. → P.O. to Acq. files acct. # → hold two copies → copy to accounts

Type P. order multiple

Vendor copies and P.O. to mailclerk → copy to numeric file → other copies to ·OOF
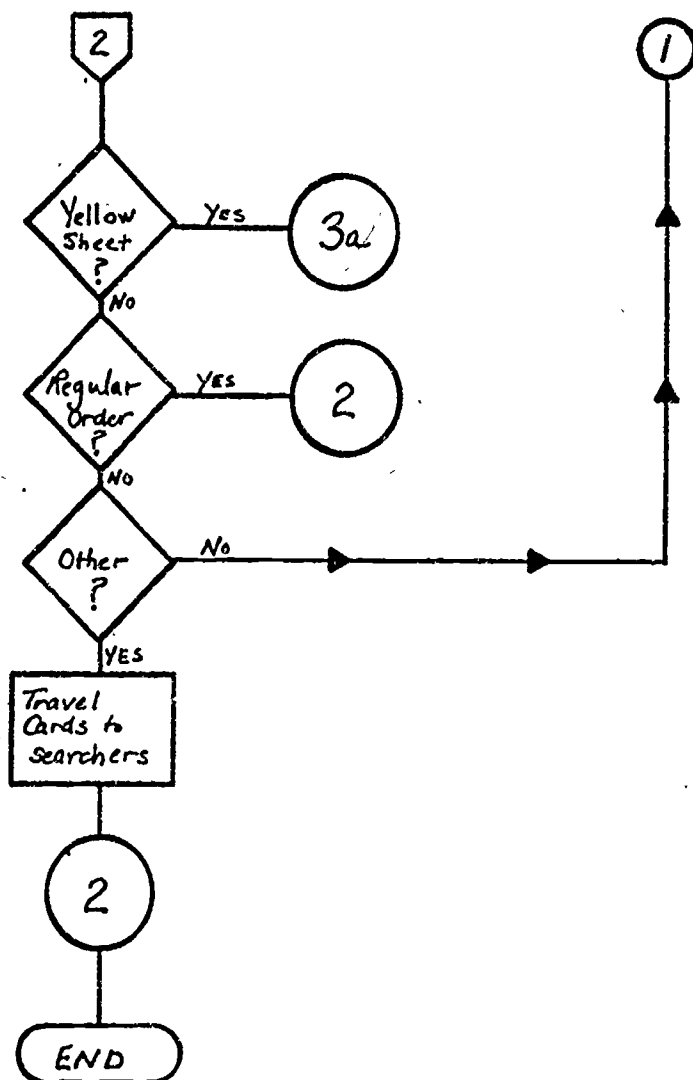
END

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(4) Monograph Receiving
Page 1 of 2

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(4) Monograph Receiving
Page 2 of 2

2

Attach
other forms
to book

Stamp
library
name in
book

Write
order
number in
book

Load book
and forms
on truck

Professional
inspects
truck → Serials? —YES→ Remove from truck —— Serials to PCF —— (5)

No

Truck to
Catalog

END
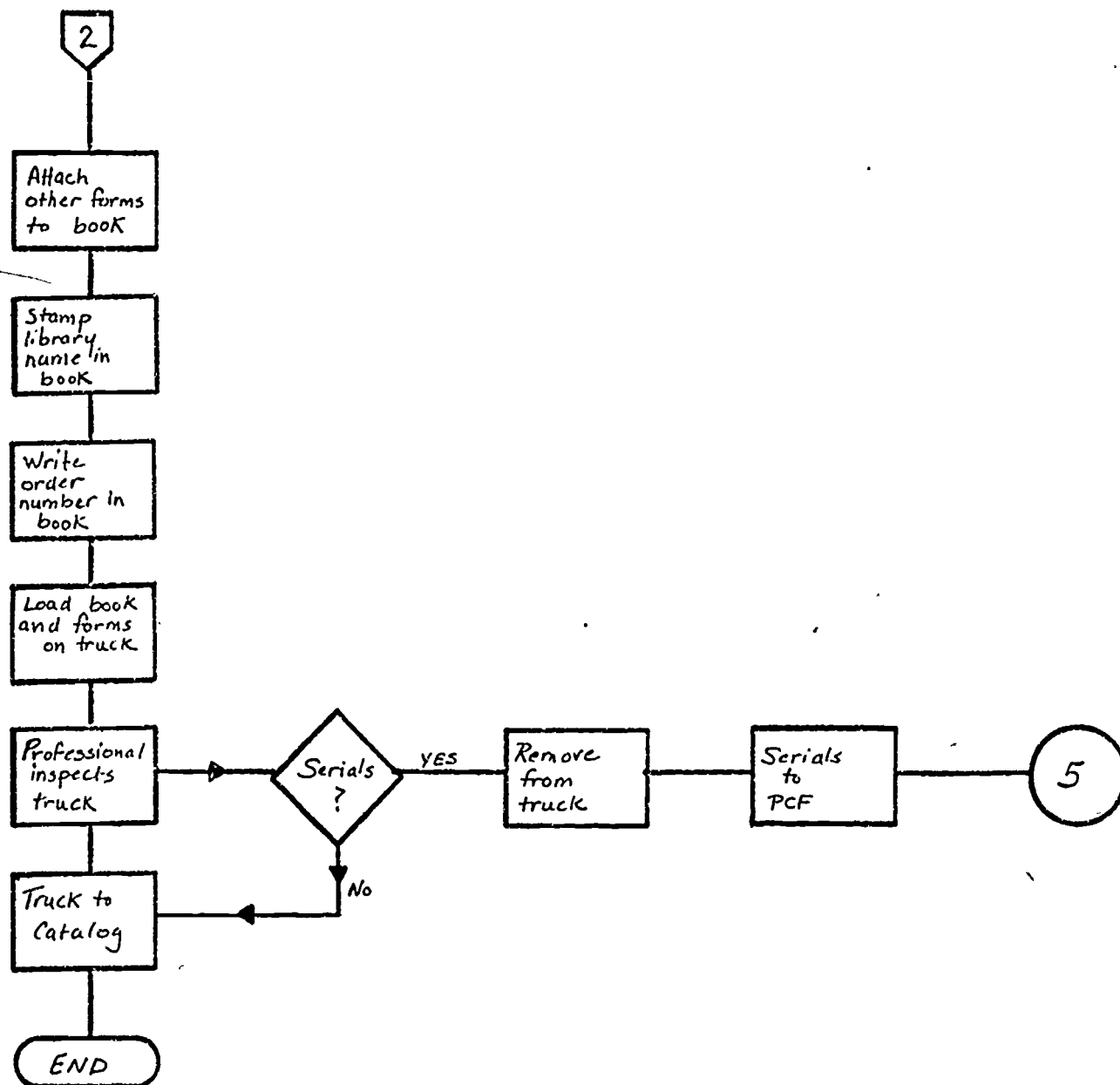
Purdue University
Libraries and Audio-Visual Center
Technical Processing
(5) Serials Receiving
Page 1 of 1
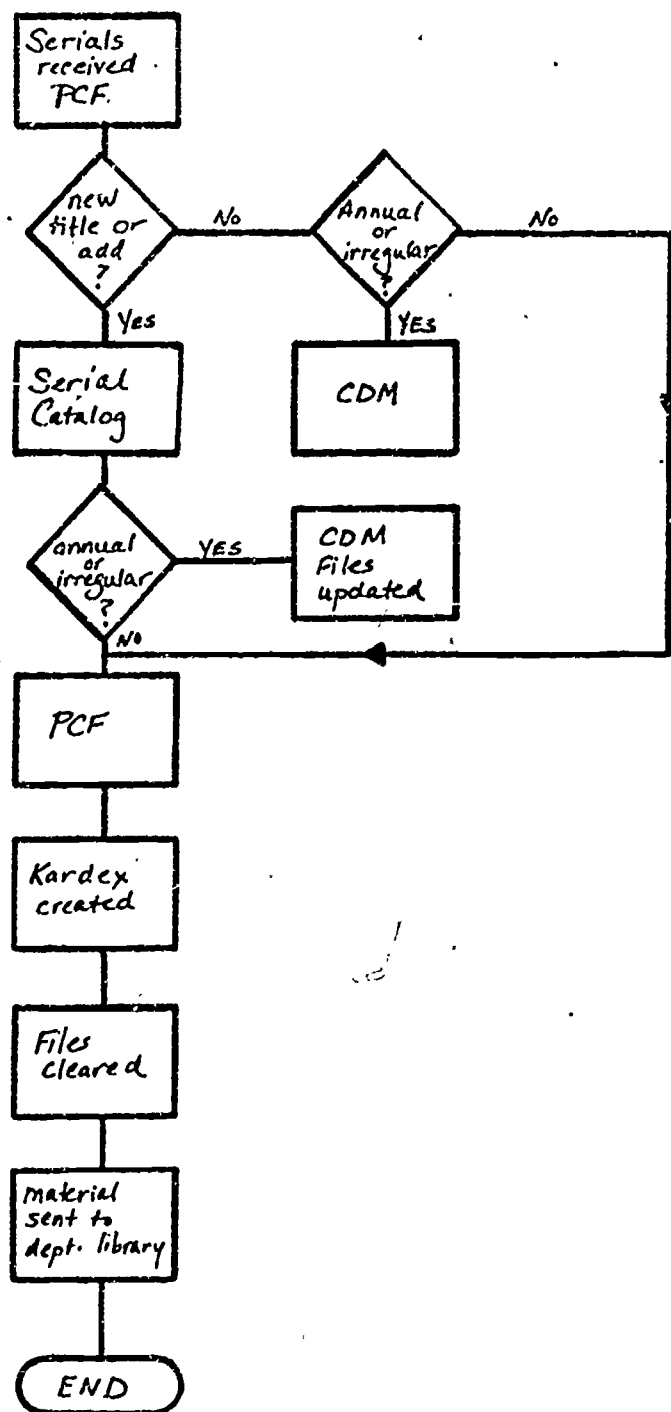
Purdue University
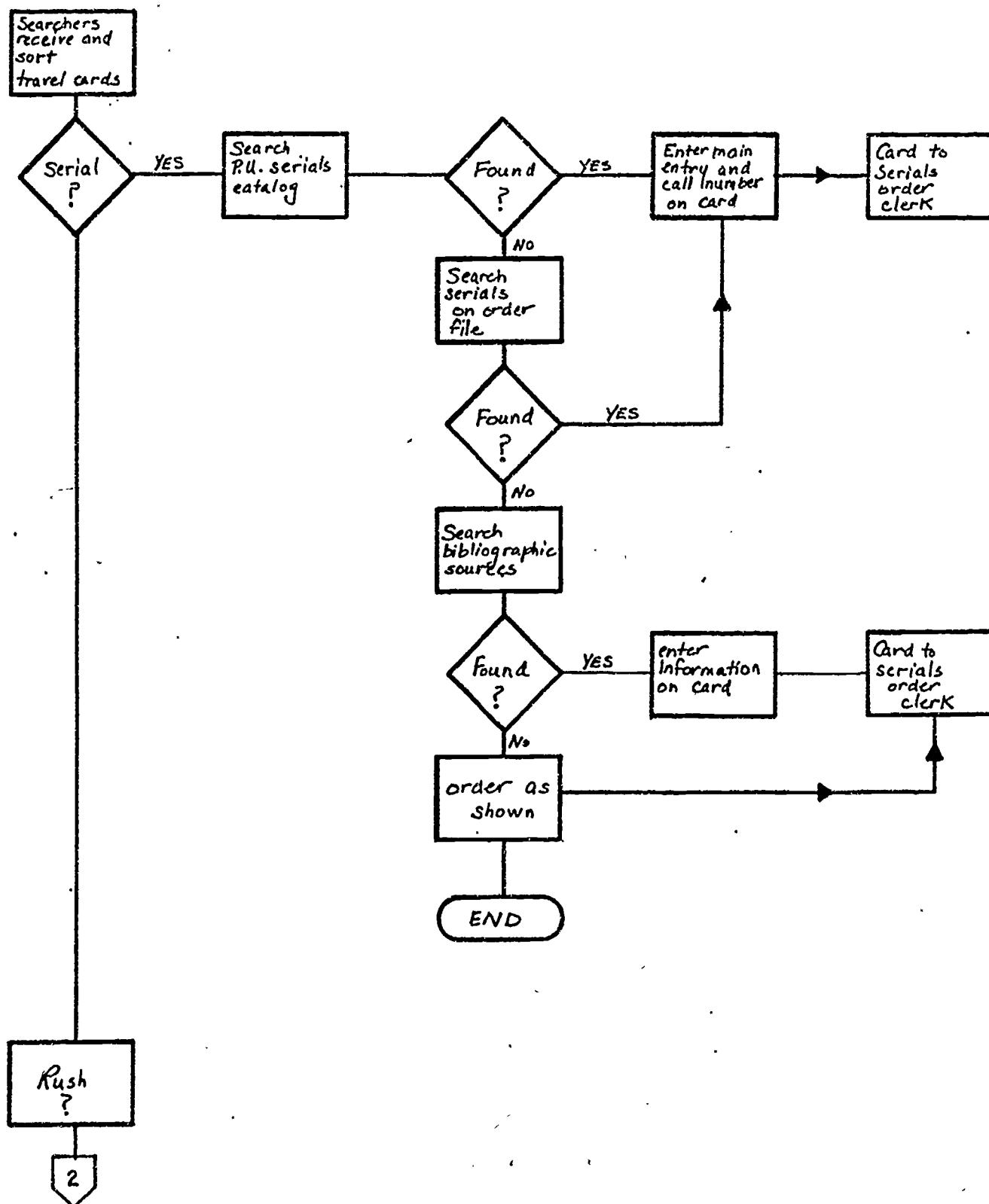Libraries and Audio-Visual Center
Technical Processing
(6) Catalog-Receiving and Distribution
Page 1 of 2

Receive book and documentation from Acquisitions

Distributing clerk distributes books

Rush? — YES → Add? — YES → Book to add clerk → (7) → END

Add? NO
Add to? — YES → Book to add to clerk → (8) → END

Add to? NO
L.C. copy or CIP? — YES → Book to L.C. catalogers → (9) → END

L.C. copy or CIP? NO
Book to Searcher → Find L.C. copy? — NO → Book to original catalog → (10)

Find L.C. copy? YES
Book to distribution clerk

clerk types L.C. info. → Book to L.C. catalogers → (9)

Rush? No
Add? — YES → Book to add clerk → (7) → END

Add? NO
Add to? — YES → Book to add to clerk → (8) → END

Add to? NO → (2)

2

L.C. copy or C.I.P. ? — YES → File book and copy in storage by date received → (9) → END

NO

File pink slip alpha by title

File book in back room to wait for copy

Title file checked daily for L.C. proof

L.C. proof in 3 mos.? — YES → Retrieve book → Type L.C. Information → File book + copy in storage → (9)

NO

Retrieve book

Book to Searcher — L.C. copy or CIP ? — YES → Return to distribution clerk

END

NO

Book on shelves for original cat.

(10)

Purdue University
Libraries and Audio-Visual Center
Technical Processing

(7) Catalog-Add Duplicate to Purdue Collection
Page 1 of 2

```
┌──────────┐
│ Receive  │
│ books and│
│ cards    │
└────┬─────┘
     │
┌────┴─────┐
│ Type     │
│ temp. cards │
└────┬─────┘
     │
┌────┴─────┐
│ Pull S.L.│
│ card, insert │
│ temp.    │
└────┬─────┘
     │
┌────┴─────┐
│ Pull union│
│ cat. card, │
│ insert temp. │
└────┬─────┘
     │
   ◇ dupe           ┌──────────┐      ┌──────────┐      ┌──────────┐            ╭────────╮
   for same ──YES──│update cards│────│ pull temp.│────│ Book to  │────────────│  END   │
   location?        │for union   │    │ cards and │    │ marking  │            ╰────────╯
     │              │cat. and S.L.│    │ refile   │    └──────────┘
    NO              └──────────┘      └──────────┘
     │
┌────┴─────┐
│ Compare  │
│ author card│
│ + title page │
└────┬─────┘
     │
   ◇ Same ──No──┌──────────┐
     ?          │ To       │
     │          │distribution│
    YES         │ clerk    │
     │          └──────────┘
┌────┴─────┐
│ Type new │
│ card for │
│ dept.    │
└────┬─────┘
     │
┌────┴─────┐
│ update   │
│ union cat.│
│ + S.L. cards │
└────┬─────┘
     │
   ⬡ 2
```

Purdue University
Libraries and Audio-Visual Center
Technical Processing

(7) Catalog-Add Duplicate to Purdue Collection
Page 2 of 2

```
┌──────────┐
│ Add-to   │
│ clerk    │
│ revises  │
└────┬─────┘
     │
┌────┴─────┐
│ Book to  │
│ marking  │
└────┬─────┘
     │
┌────┴─────┐
│ Cards to │
│ Xerox    │
└────┬─────┘
     │
┌────┴─────┐
│ Cards to │
│ overtypist│
└────┬─────┘
     │
┌────┴──────┐
│ cards to  │
│ add-to clerk│
│ for revision│
└────┬──────┘
     │
┌────┴─────┐
│ cards to │
│ filing   │
└────┬─────┘
     │
 ╭───┴───╮
 │  END  │
 ╰───────╯
```

```
┌─────────────┐
│ Add-to clerk│
│ receives book│
│ and         │
│ documentation│
└─────────────┘
       │
       ▼
     ◇ Temp ◇        No    ┌──────────┐
     ◇ card ◇  ────────────│ Type temp│
     ◇  ?   ◇              │ card     │
       │                   └──────────┘
      YES                        │
       ▼                         ▼
┌─────────────┐
│ Type call # │◄───────────────
│ etc. on     │
│ temp. card  │
└─────────────┘
       │
       ▼
┌─────────────┐
│ Sort temp.  │
│ cards in    │
│ call #      │
│ order       │
└─────────────┘
       │
       ▼
┌─────────────┐
│ Pull card   │
│ + file temp.│
│ shelf list  │
└─────────────┘
       │
       ▼
┌─────────────┐
│ Type author │
│ temp. cards │
└─────────────┘
       │
       ▼
┌─────────────┐
│ Sort author │
│ temp. cards │
└─────────────┘
       │
       ▼
┌─────────────┐
│ Pull author │
│ card, file  │
│ temp. card  │
│ union cat.  │
└─────────────┘
       │
       ▼
      ⟨2⟩
```
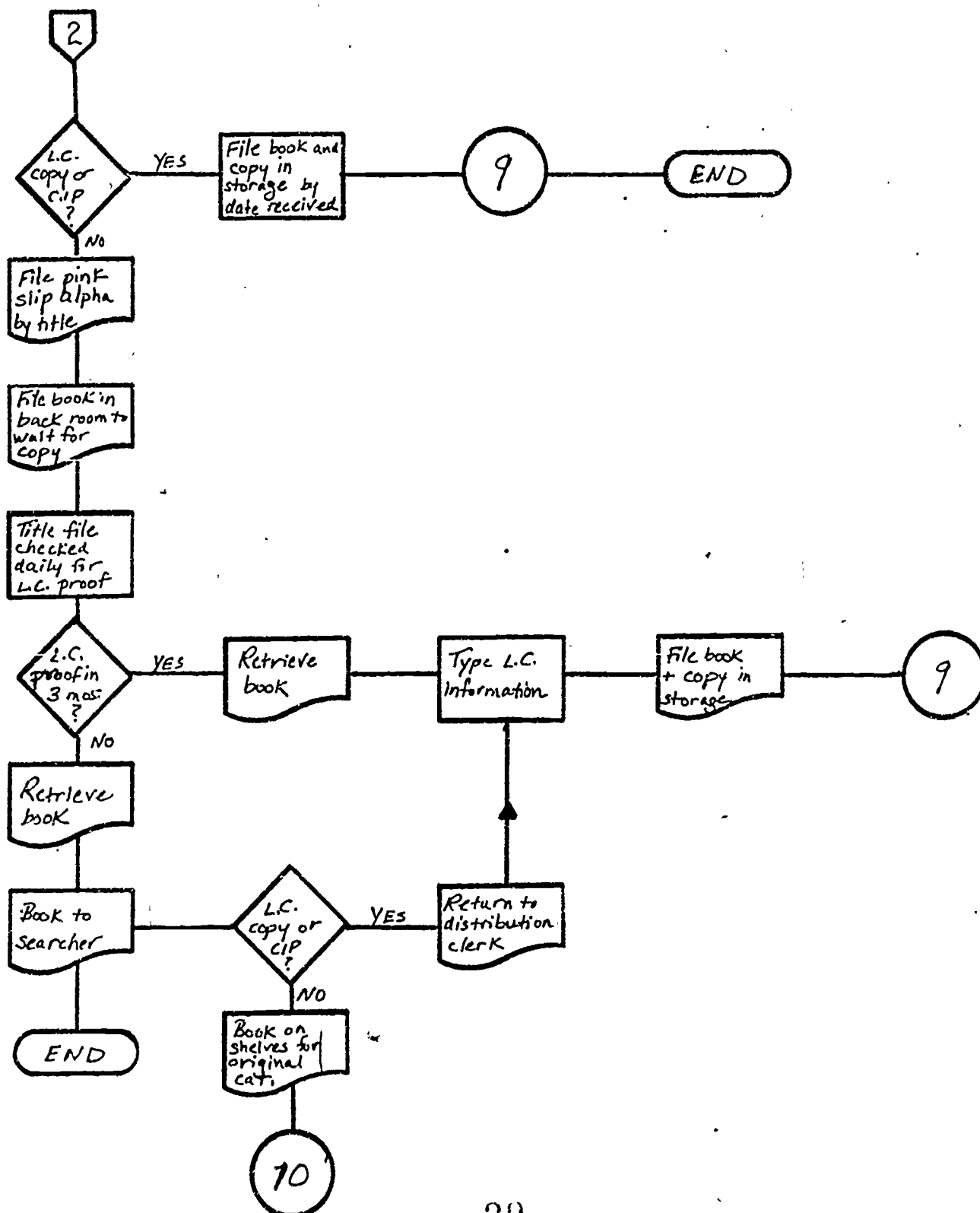
Purdue University
Libraries and Audio-Visual Center
Technical Processing
⑧ Catalog-Add To Continuing Works
Page 2 of 2
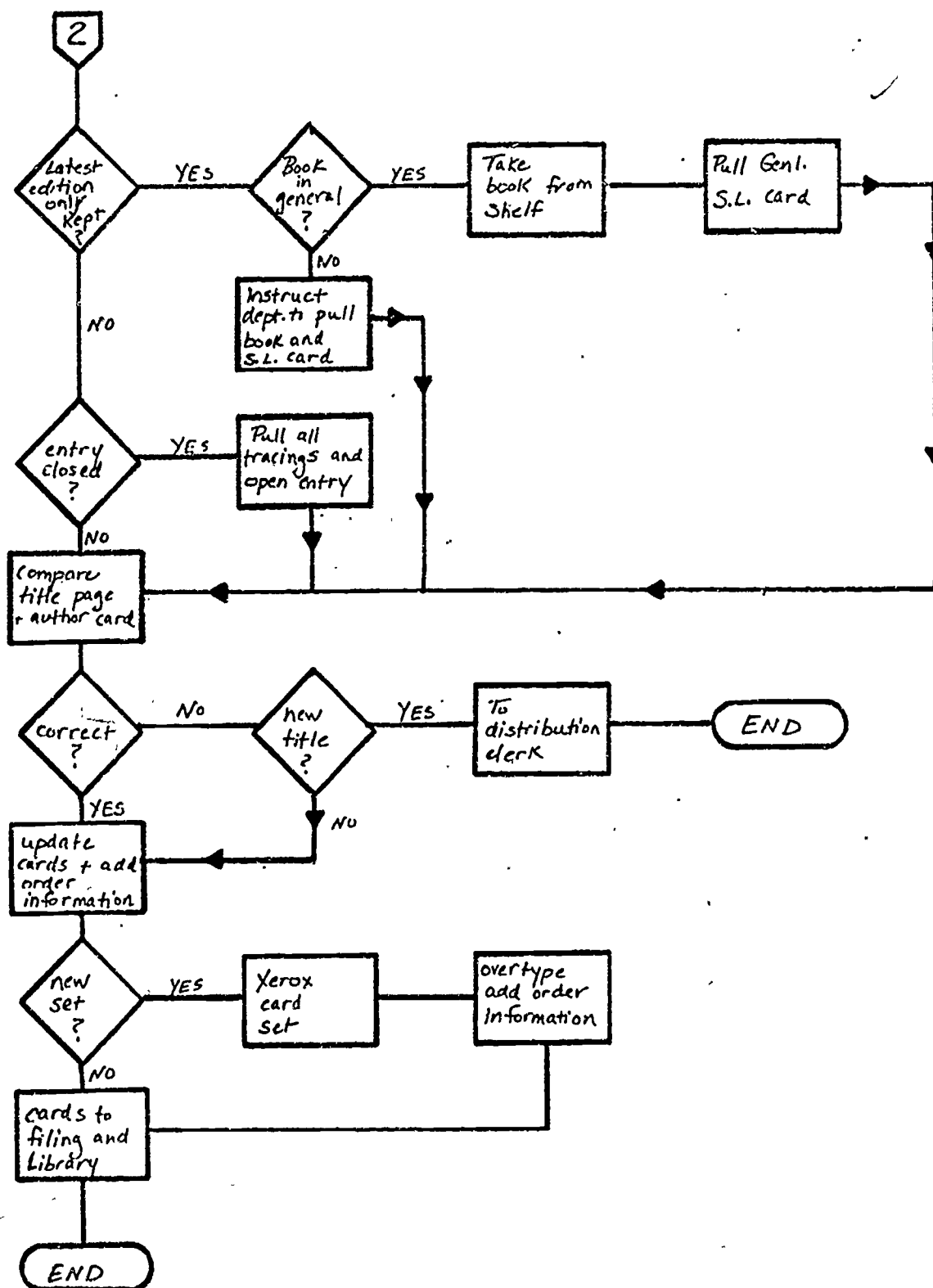
Purdue University
Libraries and Audio-Visual Center
Technical Processing.

(8a) Catalog-Analytics
Page 1 of 2

Receive from PCF or CDM

L.C. proof ? — NO → Type card and hold → L.C. in a year ? — NO → Search NUC

L.C. in a year ? — YES

Found ? — NO → Brief author title

Found ? — YES

L.C. copy ? — NO → check subject headings

L.C. copy ? — YES

L.C. proof ? — YES

type call # and volume on card

match card + book for main entry + other info.

match ? — NO → change card to conform to P.U. prachle

match ? — YES

Xerox

update analytic file

2

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(8a) Catalog-Analytics
Page 2 of 2

2

Hard bound book? ——No——> Book to Library

YES

Book to marking

Receive cards from Xerox

overtype

cards to analytics clerk for revising

cards to filing

END
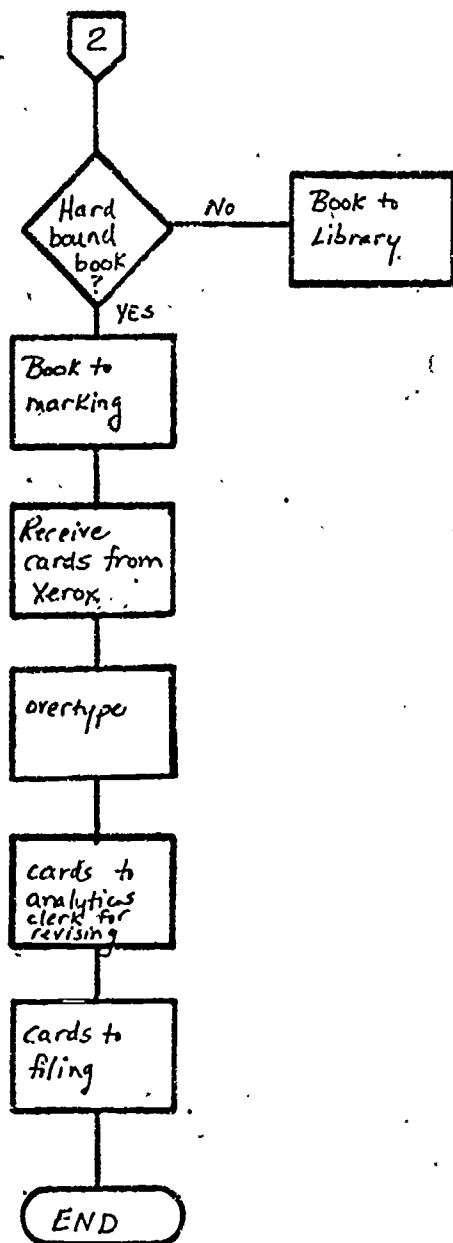
Purdue University
Libraries and Audio-Visual Center
Technical Processing

(9) L. C. Copy Cataloging Procedures
Page 1 of 5

Purdue University
Libraries and Audio-Visual Center
Technical Processing

(9) L. C. Copy Cataloging Procedures
Page 2 of 5


```
   [2]
    │
┌─────────────┐
│ File temp   │
│ card + check│
│ shelf list  │
└─────────────┘
    │
   ◇ DDC        ──No──▶ ┌──────────┐
   correct?             │ change   │
    │                   │ DDC      │
   YES                  └──────────┘
    │
   ◇ cutter     ──No──▶ ┌──────────┐
   okay?                │ change   │
    │                   │ cutter   │
   YES                  └──────────┘
    │
┌─────────────┐
│ Book and    │
│ card on     │
│ truck       │
└─────────────┘
    │
┌─────────────┐
│ Revision    │
└─────────────┘
    │
   ◇ Okay?     ──No──▶ ┌──────────────┐
    │                  │ Return to    │
   YES                 │ L.C. cataloger│
    │                  └──────────────┘
┌─────────────┐
│ Cards to    │
│ preparation │
│ clerk       │
└─────────────┘
    │
┌─────────────┐
│ check       │
│ cards       │
└─────────────┘
    │
   [3]
```

Flowchart:

3

Okay ? — NO → Return for revision

↓ YES

Series ? — YES → make series cross references + notes for file

↓ No

Determine # of cards for Xerox

↓

is Location correct ? — No → check with acquisitions

↓ YES

is location General ? — No → Stamp location on title page

↓ YES

Type book card if neccessary

↓

Book to marking

↓

4

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(9) L. C. Copy Cataloging Procedures
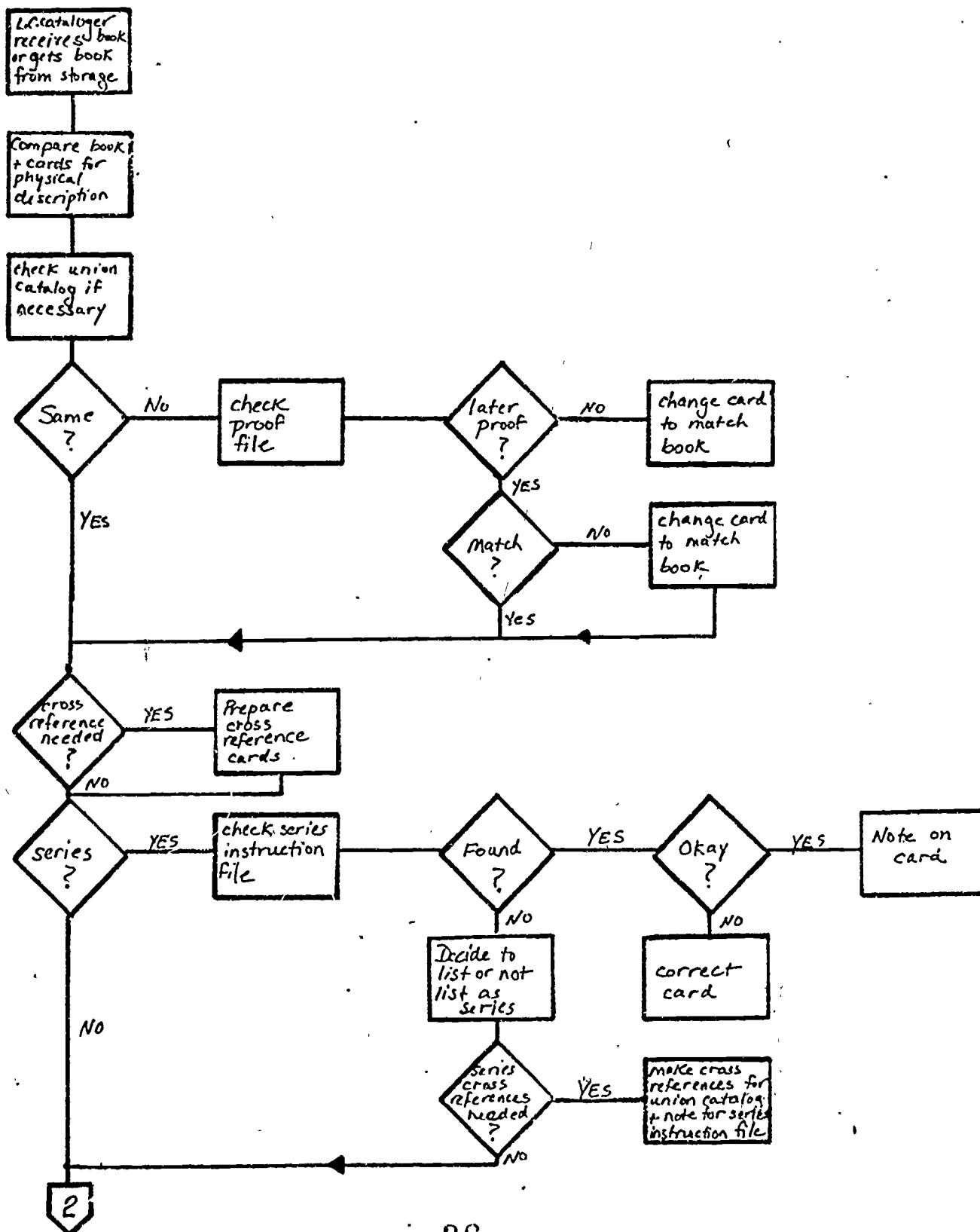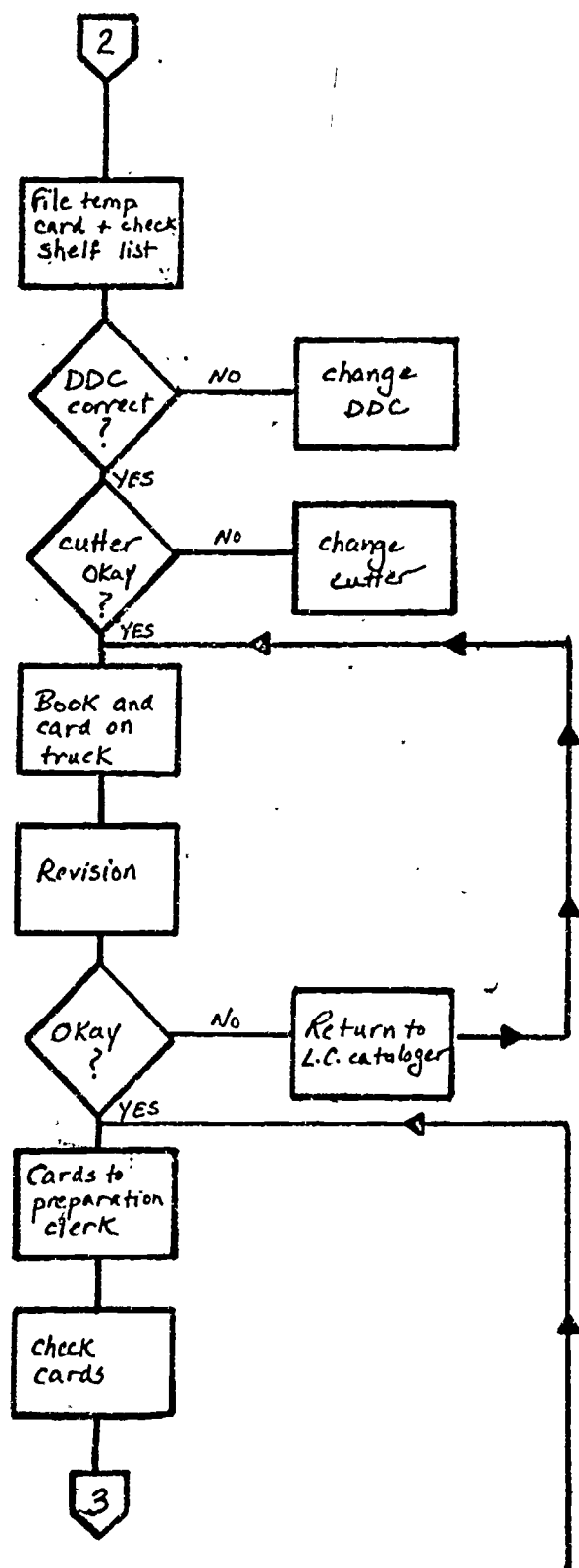Page 4 of 5

```
            ┌──────┐
            │  4   │
            └──────┘
               │
        ┌──────────────┐
        │  Cards to    │
        │  Xerox       │
        └──────────────┘
               │
        ┌──────────────┐
        │  Cards to    │
        │  overtypist  │
        └──────────────┘
               │
        ┌──────────────┐
        │  Cards to    │
        │  L.C. copy   │
        │  cat. for    │
        │  revision    │
        └──────────────┘
               │
            ◇ OKAY ?      No    ┌──────────────┐
                         ──────▶│  Return to   │
                                │  overtypist  │
                                │  for         │
                                │  correction  │
               │ YES             └──────────────┘
        ┌──────────────┐
        │  Cards to    │
        │  L.C. copy   │
        │  cat.        │
        └──────────────┘
               │
        ┌──────────────┐
        │  Sort cards  │
        │  for         │
        │  distribution│
        └──────────────┘
               │
        ┌──────────────┐
        │  save        │
        │  shelflist   │
        │  card        │
        └──────────────┘
               │
        ┌──────────────┐
        │  Distribute  │
        │  cards       │
        └──────────────┘
               │
            ┌──────┐
            │  5   │
            └──────┘
```
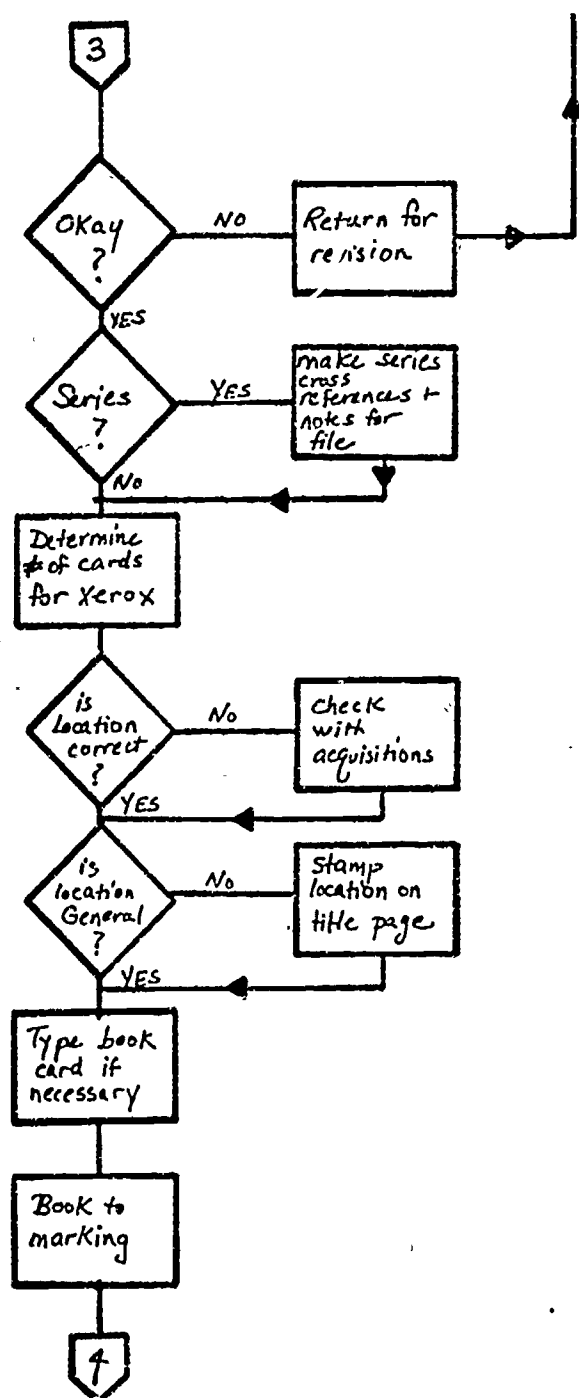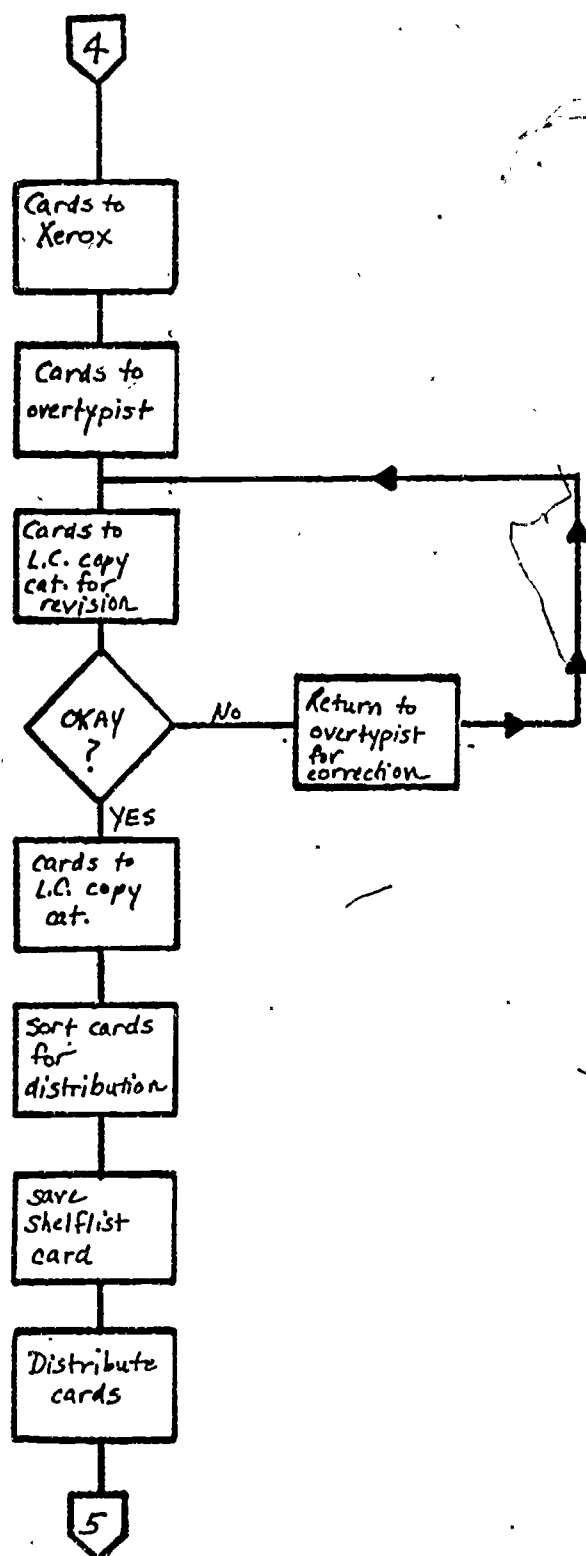
```
  ⬠ 5

┌──────────┐
│ every two │
│ week's    │
│ count     │
│ cards for │
│ statistics│
└──────────┘

┌──────────┐
│ sort      │
│ S.L.      │
│ cards     │
└──────────┘

   ◇ New
     title      YES   ┌──────────┐      ┌──────────┐      ┌──────────┐
     ?       ────────▶│ New title│─────▶│ Booklist │─────▶│ Cards    │
             No       │ cards sent│     │ prepared │      │ returned │
                      │ to Booklist│    │ Admin. Office│  │          │
                      │ prep.    │      └──────────┘      └──────────┘
                      └──────────┘

┌──────────┐
│ file cards│
│ + remove. │
│ temp. shelf│
│ list      │
└──────────┘

  ( END )
```

Books
received by
orig. cat.
Searcher

Search

L.C. copy ? — YES → L.C. copy to Distribution clerk — (3)

No

Book to original catalogers

Determine main entry

Assign DDC #

Assign Cutter number

Determine subject headings

Determine added entries

2

[2]

cross reference needed ? — YES → Prepare cross references

NO

Series ? — YES → check series instruction file → found ? — YES → Okay ? — YES → Note on card

NO (Series) → check Union cat. and S.L.

found ? — NO → decide list or not list as series → series cross reference needed ? — YES → make cross references for union cat. and notes for series inst. files

Okay ? — NO → Correct

series cross reference needed ? — NO → check Union cat. and S.L.

check Union cat. and S.L.

DDC correct ? — No → change DDC

DDC correct ? — YES

Cutter correct ? — No → Change Cutter

Cutter correct ? — YES

Book and work sheets to descriptive cataloger

[3]

3

Make
temp. cards
+ file

Fill in
title, subject
and collation

Type
master

Make
series
instruction
card

Make
authority
file
card

return to
cataloger
for revision

cards to
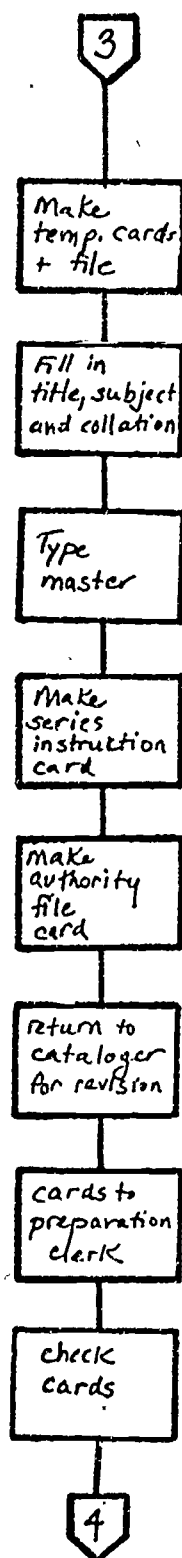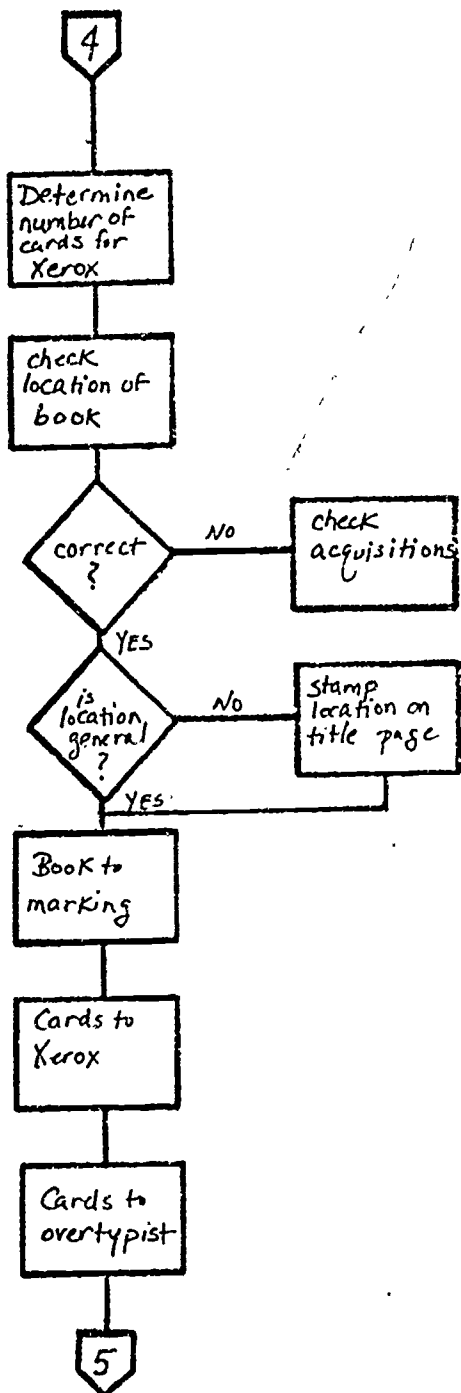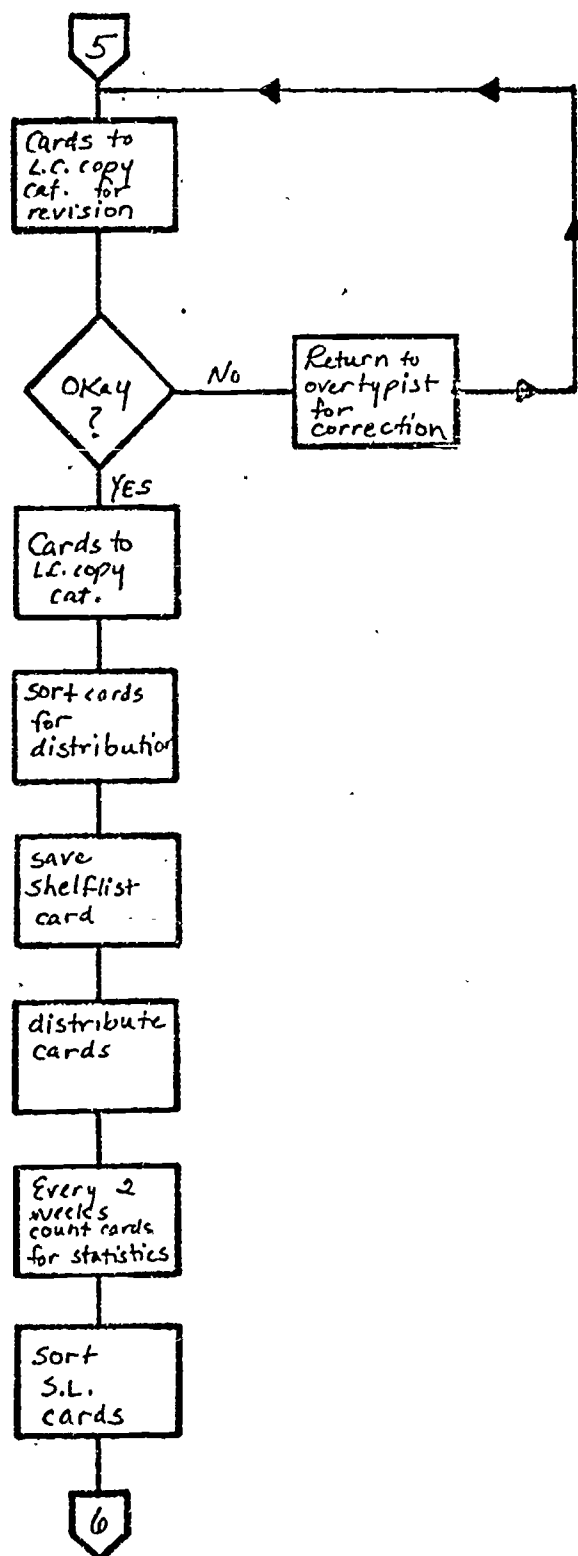preparation
clerk

check
cards

4

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(10) Original Cataloging Procedures
Page 4 of 6

Purdue University
Libraries and Audio-Visual Center
Technical Processing
(10) Original Cataloging Procedures
Page 5 of 6


```
      ⬠ 5

  ┌──────────┐
  │ Cards to │◄──────────◄──────┐
  │ L.C. copy│                  │
  │ cat. for │                  ▲
  │ revision │                  │
  └────┬─────┘                  │
       │                        │
       ▼                        │
     ◇ OKay ?  ──No──┐  ┌──────────────┐
       │              └─►│ Return to    │
      YES                │ overtypist   │──►
       │                 │ for          │
       ▼                 │ correction   │
  ┌──────────┐           └──────────────┘
  │ Cards to │
  │ L.C. copy│
  │ cat.     │
  └────┬─────┘
       │
       ▼
  ┌──────────┐
  │ Sort cards│
  │ for       │
  │distribution│
  └────┬─────┘
       │
       ▼
  ┌──────────┐
  │ save     │
  │ shelflist│
  │ card     │
  └────┬─────┘
       │
       ▼
  ┌──────────┐
  │ distribute│
  │ cards    │
  └────┬─────┘
       │
       ▼
  ┌──────────┐
  │ Every 2  │
  │ weeks    │
  │ count cards│
  │ for statistics│
  └────┬─────┘
       │
       ▼
  ┌──────────┐
  │ Sort     │
  │ S.L.     │
  │ cards    │
  └────┬─────┘
       │
       ▼
      ⬠ 6
```

Purdue University
Libraries and Audio-Visual Center
Technical Processing

(10) Original Cataloging Procedures
Page 6 of 6
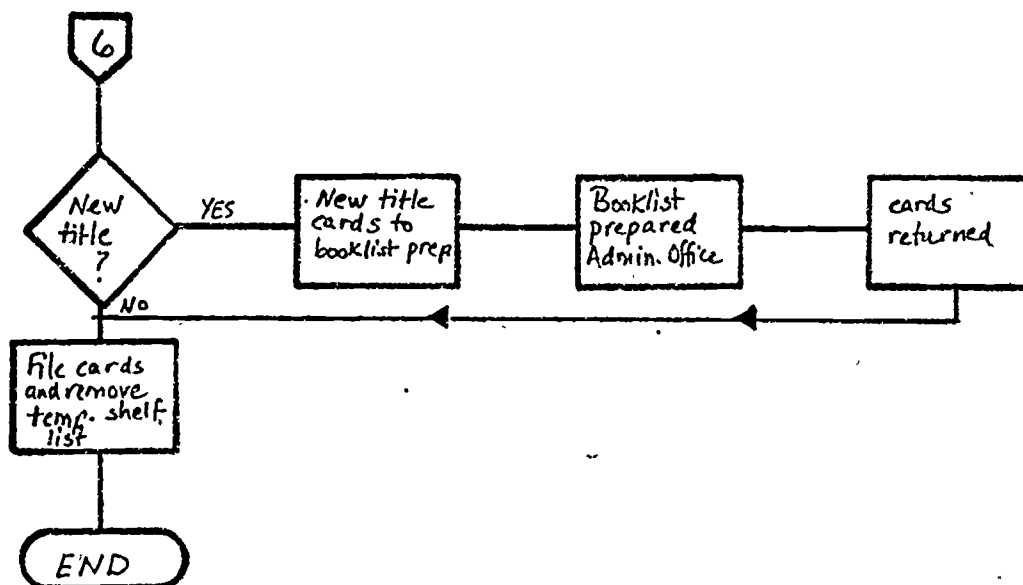
TECHNICAL PROCESSING TIME SAMPLE

Processing times for ordering, receiving, and cataloging mono-
graphs have been collected monthly since 1973. The purpose of this
program is to examine the total time involved in processing monographs
and the mean times of each major operation.

After books have been cataloged the travel card (order card) is
returned to the Acquisitions Department. A random sample of fifty
cards is selected each month. The cards are arranged by date initially
received by acquisitions and then sent to keypunching. The time
processing computer program produces mean times for each operation
based on the elapsed times between receipt of the card in acquisitions
and order date, receipt of material and order date, and receipt of
material and finish date.

The mean processing times for fiscal year 1975 have been summa-
rized and are shown in Figures 5 and 6. The mean times for each
operation and the total processing mean times are shown in Figure 5.
Percents of mean time for each operation are shown in Figure 6.

Processing time data will continue to be collected and analyzed
so that problem areas can be identified and comparisons made when
OCLC is fully operational.

FIGURE 5: Purdue University Libraries and Audio-Visual Center
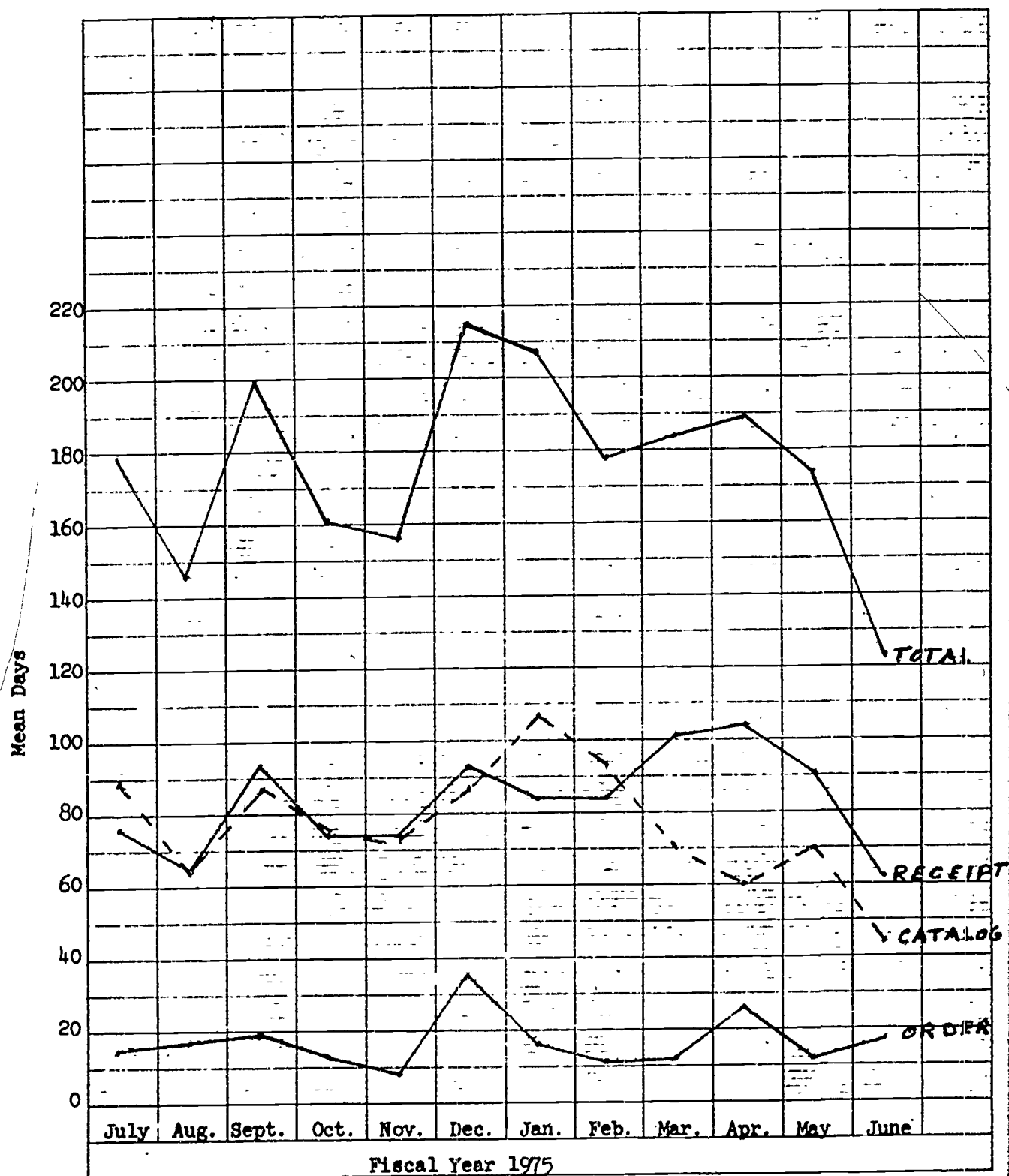Mean Technical Processing Times (Days) 1974-75.

FIGURE 6: Purdue University Libraries and Audio-Visual Center
Mean Technical Processing Time, Percent Days